



UNITED STATES EMBASSY, COTONOU

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 015/15-T1

OPEN TO: All Interested Candidates/All Sources

POSITION: Building Automation System Technician, FSN-08; FP-6
Training Level 1

OPENING DATE: June 02, 2015

CLOSING DATE: June 08, 2015

WORK HOURS: Full Time; 40 hours/week

***SALARY:** AEFM, FP-6: 45,487 to \$66,800*
USEFM/NOR EFM/NOR MOH/NOR
FP-6: \$39,166 to \$57,517*

OR/OR MOH, FSN-08:
CFA 9, 268,722 to CFA 16,722,140

NOTE: ALL QUALIFIED ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND ABLE TO QUALIFY FOR A BENINESE WORK PERMIT.

The U.S. Embassy in Cotonou is seeking an individual for the position of **Building Automation System Technician** in the Embassy Facility Maintenance Section.

Please note that this position is being advertised at the full performance level under vacancy announcement (VA) N0. 015-B/15 and at training levels 2 and 3 with different requirements for prior work experience. Respond only to the vacancy announcement for which you are qualified. If you previously applied with all required documents, you need not apply as your application will be considered.

New Applicants *must* submit a cover letter, a completed DS-174 (resume is not accepted) in one single PDF document. Required certificates should be attached as well as residency documents for third-country nationals. Applications without the required documents and those submitted in several attachments will not be considered.

* Final step to be determined by employee's qualifications.

BASIC FUNCTION OF POSITION

The incumbent is responsible for the operation and maintenance of computer and microprocessor-controlled systems located throughout the U.S. Embassy Compound, which may include use of a Reliability - Centered Maintenance (RCM) program. S/he performs maintenance and troubleshooting actions on computer/microprocessor controls for all of the functional building systems, and maintains detailed logs on all aspects of the systems' performance, maintenance, and reliability.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact: 229 21 30 06 50, Ext. 4272/4291.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

QUALIFICATIONS REQUIRED:

a&b Education and Work Experience (*only reply to **one** of the below*):

Successful Completion of secondary school with a technical diploma (DT) and two (2) years of documented journey-level training as an Electrical Technician with specialized technical education or training in a field related to building automation systems or digital building controls through a recognized trade union, technical school or equivalent accredited institution recognized for producing skilled Electrical Technicians **plus** four (4) years' experience as an electrical Technician to include at least three (3) years of experience in repairing and maintaining electrical systems and equipment in an office compound or similar large institutional environment and one (1) year of experience in the repair and maintenance of building automation systems or digital building controls.

OR

Successful completion of secondary school plus six (6) years' experience as an electrical Technician to include at least three (3) years of experience in repairing and maintaining electrical systems and equipment in an office compound or similar large institutional environment and one (1) year of experience in the repair and maintenance of building automation systems or digital building controls.

c) Language Proficiency:

English Level II (Limited Knowledge) speaking, reading and writing is required.

French Level III (Good Working Knowledge) speaking, reading and writing is required.

d) Knowledge:

Must possess an advanced knowledge of building systems and operations, mechanical principles and theories is required. Must be fully familiar with a variety of complex systems and associated equipment used on a large compound. Must possess a

thorough knowledge of programming set-points for a wide variety of computer and microprocessor controlled building equipment, be able to troubleshoot, calibrate and replace sensors, signal cabling, and sensors of HVAC equipment. Must possess significant knowledge of building codes and industry construction standards to operate and maintain the systems and equipment to accepted standards. Must possess general understanding of contracting procedures in order to develop contract packages for solicitation and perform contract management functions. Must have knowledge of local or regional companies or businesses that can provide material and/or service support for the mechanical and electrical the systems within a compound. Must understand the local culture or similar environment in another country and be able to work with colleagues and manage contractor employees. Must have current knowledge of industry trends, equipment and performance enhancements, and software upgrades.

e) Skills and Abilities:

Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point etc.) and other applicable computers, programs, and databases. Must be capable of entering large amounts of highly technical programming data for systems and equipment rapidly and efficiently. Must be capable of rapidly assimilating vendor equipment programming guides and effectively applying this information to systems and equipment installed. Must be able to write basic reports and Statements of Work (SOW) in English and French on his area of expertise. Must be capable of driving a car or truck and must possess a valid Driver License with a clean driving record.

Computer proficiency will be tested.

SELECTION PROCESS

When fully qualified, both US Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and the residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. Priority consideration will be given to RIFed U.S. Mission to Benin former LES for a period of twenty-four (24) months after the date of separation. Such an applicant must qualify for the announced vacancy and must present an evaluation record for the past five years that demonstrates consistent effectiveness as an employee.

TO APPLY

Interested candidates for this position must submit the following or HR cannot consider the application:

NB: Items A & B must be in English.

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or a Family Member **(DS-174)**;
- C. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

This preference can only be applied for hire once per agency at the same post.

- D. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items “A” through “D” above can be scanned into pdf format and sent as a single file to the following E-mail address. Files should not exceed 10 MB or they may be rejected by the embassy’s server. **Paper applications mailed to the embassy will not be accepted for this vacancy announcement.**

SUBMIT APPLICATION TO:

Management Officer
United States Embassy
Rue Caporal Bernard Anani
01 B.P. 2012, Cotonou
Telephone: +229 21 30 06 50
Fax: +229 21 30 19 74
E-mail: hrocotonou@state.gov

CLOSING DATE FOR THIS POSITION: June 08, 2015 at 17:30

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority:
 - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or
 - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.